

# **Meagher County Clerk & Records Office**

## **Assistant to the Clerk & Recorder II**

### **POSITION IDENTIFICATION**

Title: Assistant to the Clerk & Recorder II  
Department: Clerk & Records Office  
Supervisor: Clerk & Recorder  
Benefits: Health Insurance, Sick Leave, Vacation, Holiday Pay

*Full-time hours are Monday through Friday, 8am – 4:30pm  
Additional hours on election days are required.*

### **POSITION OVERVIEW**

This is a full time position that is located in the Clerk & Recorder's Office and is responsible for assisting the commission, taking meeting minutes, general oversight of the county's expenditures, records management, general customer relations, and a variety of other duties related to office operations. This position reports to the Clerk & Recorder.

### **RESPONSIBILITIES AND DUTIES**

#### **ADMINISTRATIVE SUPPORT**

- Acts as the initial contact for the public, must greet customers in a friendly and professional manner.
- Provides assistance to the public by responding to a wide variety of general and specific inquiries, interpreting information needs, locating applicable resources, or connecting them with the appropriate staff member or office.
- Performs routine clerical work including answering phones, receiving the public, data and word processing and general mailing duties as needed.
- Prepares claims for the county expenditures, claims are brought to the Clerk and Records office for review, then brought to the commission for final approval, processes and prints weekly claims, handles disbursement of claims, and maintains necessary fiscal records for all departments.
- Works with the Clerk & recorder, coordinating information between the office, other departments and the public.
- Coordinates the Commissioner meeting, releases the agenda schedule to the public, takes meeting minutes, prepares the minutes for final approval, works at the discretion of the commission while they are in session. Maintains files for Commissioners. Prepares and distributes correspondence for commissioners. Maintains records of resolutions.
- Must maintain professionalism at all times, and adheres to standards of strict confidentiality and deals with sensitive information and/or issues.
- Assists with all federal, county, municipal and school elections.
- *Maintain & file all county records including claims, vouchers, contracts, and any other records or documents pertinent to county business in a timely manner.*

### **OTHER DUTIES**

- Performs a variety of other duties as assigned by the Clerk & Recorder. This includes participating in special projects, occasionally filling in for other employees, participating in ongoing training, cross training, and a variety of other functions as needed.

### **EDUCATION / KNOWLEDGE / EXPERIENCE**

- Graduation from high school or GED equivalent with specialized course work in general office practices such as typing, filing and accounting experience.
- Proficiency with computers and data entry (Microsoft word, Excel).
- Knowledge of federal, state and county election laws, and procedures.
- Able to handle stressful situation and maintain professionalism at all times
- Ability to multi task with a variety of interruptions and stay on task.
- Ability to communicate effectively both verbally and in writing.
- Ability to handle sensitive and confidential information on a daily basis.
- Preferable 1 year experience in Governmental Fund Accounting
- Preferably type 45 words per minute with accuracy.

### **ACCOUNTABILITY**

- This position works as an assistant to the Clerk & Recorder and is responsible for overseeing the counties expenditures and assisting the Clerk and Recorder with financial reports and budgeting.
- This position works at the discretion of the commission while they are in session and must work to keep the commission on task and follow up on all actions taken by the commission.
- This position does not supervise other county employees; the position may occasionally fill in for other staff, or coordinate special projects as directed.

### **WORK ENVIROMENT / PHYSICAL DEMANDS**

- Work is primarily preformed in a normal office environment, involving physical demands associated with working on a computer and a scanner, communication over the phone and in person, lifting 40 – 50 pound boxes and working overtime during elections.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Clarity of speech and hearing with or without reasonable accommodation, which permits the employee to communicate well with other county employees and the general public both in person and over the phone.
- Sufficient vision, with or without correction, which permits the employee to produce and view a wide variety of written materials and to make and retrieve computer data and information.
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a computer keyboard and to make handwritten notations and to move files as needed.

